



## **NONPUBLIC SCHOOL MEMBERSHIP REPORT**

### **APPLICATION USER'S GUIDE FALL 2006**

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## Introduction

The Nonpublic School Act, 1921 PA 302, permits the Superintendent of Public Instruction to inquire into the records of enrollment, qualifications of teachers, and course of study in nonpublic schools in the state. The completion of the Nonpublic School Membership Report is important because if the school meets the reporting requirements of the Nonpublic School Act, students may be eligible to receive auxiliary services. For additional information, go to [www.michigan.gov/npsrhs](http://www.michigan.gov/npsrhs). Please complete and submit the report by October 2, 2006.

Nonpublic schools may file the Nonpublic School Membership Report electronically using the Michigan Electronic Grants System (MEGS). MEGS is more than a grants system. It is also a repository for the Educational Technology Plan and several certifications you may be required to complete.

To submit information for the Nonpublic School Membership Report and to become an authorized user you must first obtain a Michigan Education Information System (MEIS) number (Step 1) and a MEGS system security (Step 2).

## Hints for using MEGS.

MEGS is a web-based application that saves data to a central database. When navigating through any web-based application, especially MEGS, it is a best practice to use the on-screen navigation buttons to maneuver. Users should refrain from using the back and previous buttons on the internet toolbar; always use the MEGS onscreen menu options, including those in the header and footer sections of the application. You have to “apply” to create the “application” and use the **Submit Application** button to send the report to Michigan Department of Education (MDE).

- **Avoid using the back button** to navigate.
- **Save data** on each screen before navigating to the next screen.
- To return to the **Application Menu**, where the information is submitted to MDE, use the Application Menu link in the blue header.
- The **Submit Application** button is on the Application Menu page.
- To view the checklist for any comments from MDE, use the **View Comments** link in the Header or Footer. The checklist is interactive, you can write back to the department by adding and saving text in the *Comments to Consultant* section.
- **The forms are color coded by year.** The 0607 (06-07 school year) Nonpublic School Membership Report is Green. The 0506 (05-06 school year) report is Blue. Ensure that you use the Green form to submit your membership counts.
- Each of the Nonpublic School Membership Reports has an eight digit number that can be used to identify the report: 0607-0557. The first four numbers are the school year, i.e. 0607 for the 2006-2007 school year. The last four numbers are sequentially generated numbers. As a rule you will only need to ensure that you have the correct school name in the header and the correct color report. **For this school year, schools should be working in the green report.**

## **STEP 1 - Obtain a MEIS number.** *(Skip this step if you already have a MEIS account.)*

1. To create your MEIS account number and password, go to the MEIS site at: <https://cepi.state.mi.us/MEISPublic/step1.asp> or [www.michigan.gov/npsrhs](http://www.michigan.gov/npsrhs)
2. Follow prompts until you receive your MEIS number, your username and password. Please note that your MEIS number will begin with the letter “A.” The password is computer generated; therefore, it is highly recommended that you immediately change your password and print the page.



**HINT – If you cannot locate your username or password, contact the help desk at 517-335-0505.**

**STEP 2 - Obtain MEGS Security Authorization.** *(Skip this step if you already have a MEGS Security Authorization for the Nonpublic School Membership Report.)*

Each nonpublic school is allowed two “authorized officials” (AO) per application. Each AO must submit a MEGS security form to the MDE. Once an AO has been given rights to the system, they act as the system administrator for the school and can add any other staff to the system. These additional users do NOT need to submit security forms, but they do need to obtain a MEIS number as described in Step 1 above.


The security form can be found in Attachment A.

1. Complete the MEGS Security Authorization form for nonpublic schools using the MEIS number obtained in Step 1.
2. Fax form to 517-241-0496.
3. Your account will be activated one to two business days after receipt of the fax.

*(Each electronic system has its own set of security forms that must be completed.)*

**STEP 3 – Log into the MEGS site.**

1. Navigate to the following site:  
<http://megs.mde.state.mi.us/megs/login.asp>



Use your login name and password given to you in Step 1

Then click on Login



**HINT – If you get a message asking if you would like to become a “Peer Reviewer” select “No.” If it has been two business days since you faxed your form (from Step 2) and you still can’t log in, call the Grants Administration Office at 517-373-1806.**

#### **STEP 4 - Start (initiate) your report.**

1. Select Nonpublic School Membership Report (FY-2007) and click on the Initiate button.

Initiate an Application	Additional Functions	Maintain MEGS Accounts
Nonpublic School Membership Report (FY-2007)	<ul style="list-style-type: none"><li>Enter/Update Your GRIF</li><li>Review Grant Applications</li><li>Certification Menu</li></ul>	<ul style="list-style-type: none"><li>Add Users to MEGS</li><li>Contact Information</li><li>Application Security Level(s)</li><li>Edit Your Agency Information</li><li>Edit Your Contact Information</li></ul>
Select an application in the drop down menu and then click <b>Initiate</b>		
<b>INITIATE</b>		

For further information on Additional Functions and Maintain MEGS Accounts go to the MEGS public site a: <http://megs.mde.state.mi.us/megsweb/>

#### **THE APPLICATION**

**Nonpublic School Membership Report**

- The current status is Application In Progress
- This application is due on Sunday, October 01, 2006
- [Important Information About the Nonpublic School Membership Report Application](#)

Please click on the links below to begin/continue completing your application.

**MANAGEMENT ACTIVITIES**

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a Blank PDF](#)

**GENERAL INFORMATION**

- [Nonpublic School Contact Information](#)
- [CEPL REP Nonpublic School Personnel Report](#)

**NONPUBLIC SCHOOL MEMBERSHIP INFORMATION**

- [Section 1: Total Membership By Grades as of September 2006](#)
- [Section 2: Teacher Qualifications](#)
- [Section 3: Course of Study](#)
- [Optional Information](#)

## STEP 5 – Assign Main Contact.

The **GENERAL INFORMATION** category allows you to enter your “Nonpublic School Contact Information.”

### Nonpublic School Contact Information

1. Click on “Nonpublic School Contact Information.”
2. The AO’s name will automatically appear. You may make the AO the contact, or add someone else to the application and assign as “Main Contact.”

#### NONPUBLIC SCHOOL CONTACT INFORMATION

**Instructions:** This page displays information for the assigned contacts for the nonpublic school. The page also displays the contact information that will be used for the report.

- To add or update your contact, use the Control Access to this Application link on the Application Menu.
- To update information, an Authorized Official must use the Edit Your Agency Information link on the Main Menu.

[Assign Main Contact for this Agency](#)

Click this link to provide a contact person for this application.

**Fiscal Agent**

Legal Name	Agate Head Start
Superintendent	
FEIN	
Recipient/District Code	00003
Building Code	00000
Address 1	2727 Alliance Dr.
Address 2	Suite 1
City	Lansing
State	Michigan
Zip Code	48910
County	Ingham

This section indicates the principal of the school; you are not able to change this.  
\*Very important, as this information must agree with the school code master information. Any changes must go through MDE.

Click here and select “Main Contact” from the Drop Down menu.

[Jump to Add Users to this Application](#)

Edit/Remove Users From This Application				SAVE	CANCEL
Mark Remove	Mark Inactive	User	Grant Contacts	Date Active/Inactive	Assigned By
All <input type="checkbox"/>	All <input type="checkbox"/>	<a href="#">Tkaczyk, Joshua</a> Agate Head Start Authorized Official	<input type="checkbox"/>		
				SAVE	CANCEL



**HINT:** The contact person is usually the level 5 that is completing the nonpublic school application.

## STEP 6 – Enter Nonpublic School Membership Information.

The **NONPUBLIC SCHOOL MEMBERSHIP INFORMATION** category allows you to enter your school information.

### Section 1: Total Membership by Grades as of September 2006

**Michigan Education** Nonpublic School Membership Report  
Applicant: Agate Head Start (00003)  
Application #: 0607-0557 - Application In Progress  
User: Dr. Joshua S. Tkaczuk

Main Menu: Help  
Application Menu: Errors: Report Menu  
Logout  
Checklist View Comments

CHECK SPELLING SAVE CLEAR DELETE  
VIEW PDF  
FIRST NEXT LAST

**AGATE HEAD START (00003)**  
**SECTION 1: TOTAL MEMBERSHIP BY GRADES AS OF SEPTEMBER 2006**

- Enter the information requested.
- Click **Save**.
- Click **Next**.
- When all sections are complete, click Application Menu in the upper blue left bar, then Submit Application.

1. Of the students reported, how many are certified as special education students?

2. Of the students in grades 1-12, how many are in attendance part-time? (Part-time: Those students carrying less than a full-time number of credits.)

3. Enter total membership by grade, as of September 2006. MEGS will calculate total membership when **Save** is clicked. For students in non-graded programs, consider their grade to be the number of years in school beyond kindergarten.

Grade	Student Count
Pre-K	<input type="text"/>
K	<input type="text"/>
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>
11	<input type="text"/>
12	<input type="text"/>
Total	<input type="text"/>

CHECK SPELLING SAVE CLEAR DELETE  
VIEW PDF  
FIRST NEXT LAST

Back To Top Back To Top

Callouts:

- School information is computer generated.
- Enter Special Education Students here.
- Enter Part-Time students here.
- Enter the Total Membership by Grade in these cells. Clicking "Save" will calculate the total.
- Click on "Save" to save the information on this page.
- These navigation buttons can be used to go directly to the next page by clicking "Next".

## Section 2: Teacher Qualifications

### NEW REQUIRED INFORMATION Criminal History Checks

**SECTION 2: TEACHER QUALIFICATIONS**

- Enter the information requested.
- Click **Save**.
- Click **Next**.
- When all sections are complete, click Application Menu in the upper blue left bar, then Submit Application.

1. Criminal History Checks  
The nonpublic school complies with the criminal history check requirements and ensures that the school will not employ a person who has been convicted of any felony or of a "listed offense" misdemeanor. (MCL 380.1230 - 380.1230h, MCL 380.1535a and MCL 380.1539b) Yes ☒ No ☐

2. Does your school claim an objection to teacher certification based upon a sincerely held religious belief? Yes ☐ No ☒  
If you stated "Yes", you are exempt from the teacher certification requirement based on the Michigan Supreme Court decision in People v DeJonge and **you do not need to complete the rest of Section 2** regarding teacher qualifications.

3. Do all teachers have State of Michigan certificates or permits? Yes ☒ No ☐

4. Please Provide:  
Total Number of Teachers

**Submit the type of certificate or highest level of education the teachers possess. Do not count a teacher twice in your figures breakdown.**

Number of Teachers With a Michigan Teaching Certificate

Number of Teachers With a Michigan Teaching Permit

Of Those Teachers WITHOUT Michigan Certificates or Permits:

Number with Less than a High School Diploma

Number with HS Diploma but Less than a Bachelor's Degree

Number with Bachelor's Degree

Number with Teaching Certificates from Other States

5. If there are teachers with Less than a High School Diploma or with HS Diploma but Less than a Bachelor's Degree, do **ANY** of these teachers teach grades or subjects **NOT** on this list: Pre-K, K, nonessential classes, religion? Yes ☐ No ☐ No teachers ☒

If Yes, you do not meet reporting requirements. Educators teaching grades 1 - 12 core/essential classes must hold at least a Bachelor's Degree.

Click on "Yes" or "No" to respond to Questions 1, 2 and 3.  
If you answer "Yes" to # 2, you do not need to complete the remainder of this page.

Enter total number of teachers.

- (a) Enter the number of teachers with a Michigan Teaching Certificate
- (b) Enter the number of teachers with a Michigan Teaching Permit.

(c) Of the remaining teachers not counted in (a) or (b), enter the number of teachers to reflect the highest level of education the teacher possesses.

Click on "Save" to save the information on this page.

These navigation buttons can be used to go directly to the next page by clicking "Next".



**HINT: The total number of teachers in #4 should be the total of (a), (b), and (c) above.**

### Section 3: Course of Study

AGATE HEAD START (00003)
SECTION 3: COURSE OF STUDY
<ul style="list-style-type: none"><li>• Enter the information requested.</li><li>• Click <b>Save</b>.</li><li>• Click <b>Next</b>.</li><li>• When all sections are complete, click Application Menu in the upper blue left bar, then Submit Application.</li></ul> Mark the following areas in which instruction is given:
ALL LEVELS (All 4 subjects must be checked to meet reporting requirements.)
<input type="checkbox"/> English, Reading
<input type="checkbox"/> Mathematics
<input type="checkbox"/> Social Studies
<input type="checkbox"/> Science
JR./SR. HIGH (If students are in grades 10, 11, or 12, all three must be checked to meet reporting requirements.)
<input type="checkbox"/> The Constitution of the United States
<input type="checkbox"/> The Constitution of the State of Michigan
<input type="checkbox"/> The history and present form of civil government of the United States, the State of Michigan, and the political subdivisions and municipalities of the State of Michigan.

#### FOR ALL GRADES

Indicate which courses are taught.

#### FOR JR/SR HIGH ONLY

Indicate which courses are taught.

CHECK SPELLING	SAVE	CLEAR	DELETE
VIEW PDF			
FIRST	PREVIOUS	NEXT	LAST

Click on "Save" to save the information on this page.

These navigation buttons can be used to go directly to the next page by clicking "Next".

## Optional Information

**AGATE HEAD START (00003)**  
**OPTIONAL INFORMATION**

- Enter the information requested.
- Click **Save**.
- Click **Next**.
- When all sections are complete, click Application Menu in the upper blue left bar, then Submit Application.

**Section 4: Time (Optional Information)**

1. Number of hours per week instruction is given (whole number)(typically 20 – 40 hours)

2. Number of days instruction will be given during the year (whole number) (typically 170 – 185 days)

**Section 5: Instructional Personnel (Optional Information)**

Report Full-Time Equivalency to Nearest Whole Number. MEGS will calculate totals when **SAVE** is clicked.

PERSONNEL	PRE-K	GRADES K-8	GRADES 9-12
Teachers (Full-Time Equivalency)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Principals (Full-Time Equivalency)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Instructional (Full-Time Equivalency)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section 6: Needy\* Children In This School (Optional Information)**

What is the total number of needy children in this School?

(This number is used in preparing the list of schools having high concentrations of students from low-income families for National Defense/Direct Student Loan cancellation benefits for teachers. It is MOST important that you enter ZERO (0) if you have NO Needy children.)

\*The number of needy children may be determined by your best estimate or actual survey of parents of students in your school whose income falls within the "Family Income Guidelines" indicated below.

FAMILY INCOME GUIDELINES: FISCAL YEAR 2006-2007

FAMILY MEMBERS*	FAMILY INCOME	FAMILY MEMBERS*	FAMILY INCOME
1	\$18,130	5	\$43,290
2	\$24,420	6	\$49,580
3	\$30,710	7	\$55,870
4	\$37,000	8	\$62,160

\*Each additional family member: add \$6,290.

NOTE: Failure to respond to the number of needy children eliminates the school from NDSL cancellation consideration.

Enter the optional information on this page.

CHECK SPELLING   **SAVE**   CLEAR   DELETE

VIEW PDF

FIRST   PREVIOUS   **LAST**

These navigation buttons can be used to go directly to the next page by clicking "Last".

Click on "Save" to save the information on this page.

## STEP 7 - Checking for errors.

MICHIGAN Department of Education

Nonpublic School Membership Report  
Applicant: Agate Head Start (00003)  
Application #: 0607-0557 - Application In Progress  
User: Dr. Joshua S. Tkaczyk

Main Menu Help  
Application Menu **Errors** Report Menu Logout  
View Comments

CHECK SPELLING SAVE CLEAR DELETE  
VIEW PDF  
FIRST PREVIOUS LAST

AGATE HEAD START (00003)  
OPTIONAL INFORMATION

- Enter the information requested.

You should check for errors before submitting the application. You may select Errors from any page at any time. This will alert you of required information that is incorrect or missing.

If there are any errors, they will be displayed like the following:

The errors shown below have been detected in your application. Click on the underlined link to go to the page where that error is found.

Application Contacts
<ul style="list-style-type: none"><li><a href="#">Please assign a Main Contact</a></li></ul>

General Information / Program Information
<ul style="list-style-type: none"><li><a href="#">Section 1: Total Membership By Grades as of September 2006</a> Please complete this page.</li><li><a href="#">Section 2: Teacher Qualifications</a> Please complete this page.</li></ul>

Required Documents
--------------------

Clicking on the specific link will take you to the page that needs attention.

## STEP 8 – Submit your report.

The screenshot shows the top navigation bar with links: Main Menu, Help, Application Menu, Errors, Report Menu, Report Errors, Logout, Checklist, and View Comments. A callout points to the 'Application Menu' link, stating: 'Double Click on the “Application Menu.” (Do not select from the drop down navigational menu).' Another callout points to a 'SUBMIT APPLICATION' button, stating: 'Click on the SUBMIT APPLICATION button to complete the process.'

**Nonpublic School Membership Report**

- The current status is [Application In Progress](#)
- This application is due on [Sunday, October 01, 2006](#)
- [Important Information About the Nonpublic School Membership Report Application](#)

Please click on the links below to begin/continue completing your application.

**MANAGEMENT ACTIVITIES**

- [Control Access to this Application](#)
- [View a PDF of this application](#)
- [View a blank PDF](#)

**GENERAL INFORMATION**

- [Nonpublic School Contact Information](#)
- [CEPI REP Nonpublic School Personnel Report](#)

**NONPUBLIC SCHOOL MEMBERSHIP INFORMATION**

- [Section 1: Total Membership By Grades as of September 2006](#)
- [Section 2: Teacher Qualifications](#)
- [Section 3: Course of Study](#)
- [Optional Information](#)

There are 'SUBMIT APPLICATION' buttons at the top and bottom of the main content area.

Submitting the application “closes” the application from further editing and “submits” it to the Department of Education (MDE) for review. If you found you made a mistake prior to the review from MDE, contact Wanda Bazzett at 517-373-1833 or [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov) to “open” the application for you to make corrections.



**HINT: SUBMIT must be the last item completed even if MDE “re-opens” the application for corrections.**

## STEP 9 – Print your report.

**View a PDF of this application** – Use this to **print your application** AFTER you have completed the application.

1. Under “Management Activities” click on “View a PDF of this application.”
2. You are NOT required to submit the printed report to the Department of Education; you may need to send a copy to your central nonpublic office.

Click on one of the links below to view a PDF of part of the application.

### FULL PDF

- Generate PDF. You will receive an E-mail when the PDF is generated (usually within 24 hours).

### COVER PAGE/CONSORTIUM INFORMATION

- [View the Cover Page For This Application](#)

### GENERAL INFORMATION

- [Section 1: Total Membership By Grades as of September 2005](#)
- [Section 2: Teacher Qualifications](#)
- [Section 3: Course of Study](#)
- [Optional Information](#)

Selecting this option will have the MEGS system send you the entire printout of the form by email.

Selecting the other options will immediately return to the specific section

[RETURN TO PREVIOUS PAGE](#)

#### NONPUBLIC SCHOOL MEMBERSHIP REPORT SECTION 2: TEACHER QUALIFICATIONS 2005-2006

1. Does your school claim an objection to teacher certification based upon a sincerely held religious belief? Yes ☐ No ☒

If you stated “Yes”, you are exempt from the teacher certification requirement based on the Michigan Supreme Court decision in *People v DeJonge* and need not complete the rest of Section 2 regarding teacher qualifications.

2. Do all teachers have State of Michigan certificates or permits? Yes ☐ No ☒

3. Please Provide:

Total Number of Teachers 70

Submit the type of certificate or highest level of education the teachers possess. Do not count a teacher twice in your figures breakdown.

Number of Teachers With a Michigan Teaching Certificate 50  
Number of Teachers With a Michigan Teaching Permit 0

Of Those Teachers WITHOUT Michigan Certificates or Permits:

Number with Less than a High School Diploma 0  
Number with HS Diploma but Less than a Bachelor's Degree 1  
Number with Bachelor's Degree 10  
Number with Teaching Certificates from Other States 9

4. If there are teachers with Less than a High School Diploma or with HS Diploma but Less than a Bachelor's Degree, do ANY of these teachers teach grades or subjects NOT on this list: Pre-K, K, nonessential classes, religion?

Yes ☐ No ☒ No Teachers ☒

If Yes, you do not meet reporting requirements. Educators teaching grades 1 – 12 core/essential classes must hold at least a Bachelor's Degree.

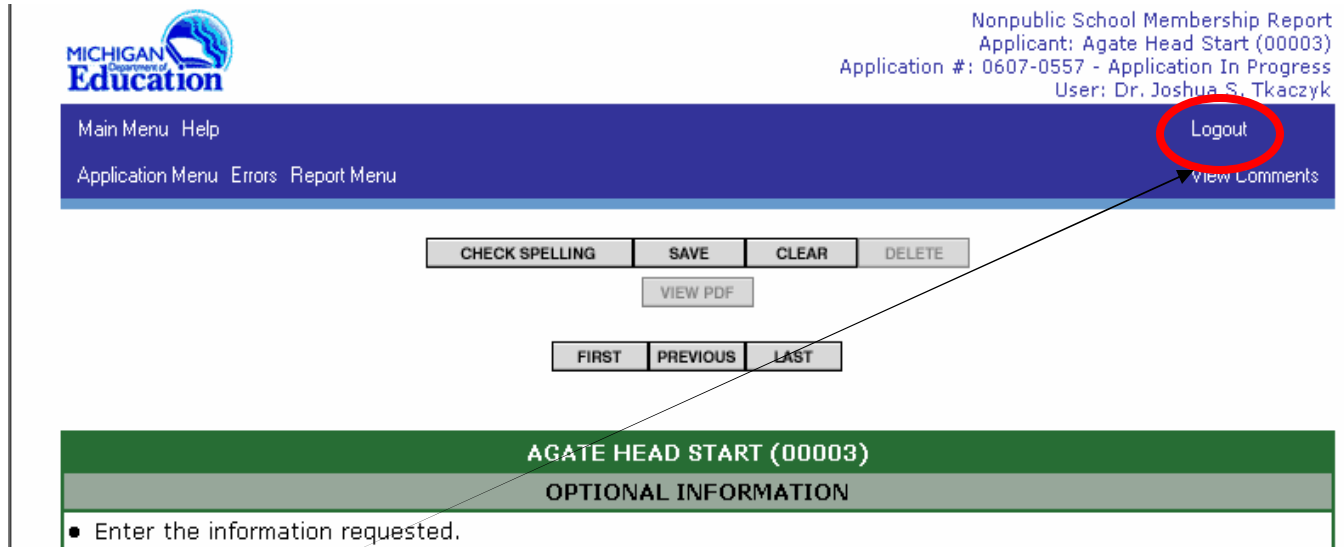
Sample of the  
Section 2

(This is an example  
from last year).



**HINT: Click on each section and print immediately to avoid waiting to receive an email of the entire application.**

## STEP 10 - Logout.



**MICHIGAN Department of Education**

Nonpublic School Membership Report  
Applicant: Agate Head Start (00003)  
Application #: 0607-0557 - Application In Progress  
User: Dr. Joshua S. Tkaczyk

Main Menu Help  
Application Menu Errors Report Menu

Logout  
View Comments

CHECK SPELLING SAVE CLEAR DELETE  
VIEW PDF  
FIRST PREVIOUS LAST

**AGATE HEAD START (00003)**  
**OPTIONAL INFORMATION**

- Enter the information requested.

1. Click "Logout" to exit the application.

## Nonpublic School Personnel Report

The **GENERAL INFORMATION** category allows you to access the Nonpublic School Personnel Report to enter your school personnel data as required by School Safety Legislation.

1. To return to the "Application Menu", click the "Application Menu" link on the blue header.
2. Under the "General Information" category, click on "Nonpublic School Personnel Report" to access this required report. For information on completing this report contact the Help Desk at 517-335-0505. *The MEGS staff will not be able to answer questions on this report.*

The screenshot shows the CEPI website header with the Michigan.gov logo and navigation links. The main content area is titled "Educational Personnel" and contains a login form for MEIS. The login form has fields for "User Name:" and "Password:", a "Login" button, and a "Forgot your password?" link. Below the login form, a red banner states: "The Nonpublic School Personnel Report will open August 15, 2006." To the right of the banner is a "VeriSign Secured" logo. Below the banner, there are two columns of links. The left column is titled "Registry of Educational Personnel" and lists links for "REP Data Field Descriptions", "REP Addendum", "REP User's Guide", "REP FAQs", "REP Security Agreement Form", and "CDX Security Agreement Form". The right column is titled "Nonpublic School Personnel Report" and lists links for "Nonpublic School Personnel Report Data Field Descriptions", "Nonpublic School Personnel Report User's Guide", "Nonpublic School Personnel Security Agreement Form", and "Obtaining a MEIS Account".

**Center for Educational Performance & Information** Michigan.gov

[Michigan.gov Home](#) [CEPI Home](#) | [Teacher Verification](#) | [Contact Help Desk](#)

**REP | Registry of Educational Personnel**

### Educational Personnel

This login screen provides access to the public school Registry of Educational Personnel (REP) or the Nonpublic School Personnel Report. When a User Name and Password are entered in the MEIS Login Box, access will be granted to the appropriate application.

The REP and Nonpublic School Personnel Report, operated and maintained by the Center for Educational Performance and Information, are used by the public school districts and nonpublic schools to submit personnel information to the state of Michigan.

Authorized users of the REP and Nonpublic School Personnel Report have been designated by the district or school superintendent/administrator. Authorized users must have a Michigan Education Information System (MEIS) account and have completed and submitted a signed security agreement for the REP or Nonpublic School Personnel Report.

For more information, please choose from the following options:

Registry of Educational Personnel	Nonpublic School Personnel Report
<ul style="list-style-type: none"><li>• <a href="#">REP Data Field Descriptions</a> PDF</li><li>• <a href="#">REP Addendum</a> PDF</li><li>• <a href="#">REP User's Guide</a> PDF</li><li>• <a href="#">REP FAQs</a> PDF</li><li>• <a href="#">REP Security Agreement Form</a> PDF</li><li>• <a href="#">CDX Security Agreement Form</a> PDF</li></ul>	<ul style="list-style-type: none"><li>• <a href="#">Nonpublic School Personnel Report Data Field Descriptions</a> PDF</li><li>• <a href="#">Nonpublic School Personnel Report User's Guide</a> PDF</li><li>• <a href="#">Nonpublic School Personnel Security Agreement Form</a> PDF</li><li>• <a href="#">Obtaining a MEIS Account</a></li></ul>

**MEIS Login**

User Name:

Password:

**MEIS**

[Forgot your password?](#)

**The Nonpublic School Personnel Report will open August 15, 2006.**

**VeriSign Secured** VERIFY

## MEGS Additional Functionality.

The following is information that is available but NOT REQUIRED to complete the application.

### A. Adding users to MEGS

This is used by the AO to add other school staff to the application.

**Control Access to this Application** is used by the AO to add additional users to the system. The AO can add staff by obtaining their own MEIS number as described in Step 1 above. Additional staff do not need to submit security forms to the Department of Education.

**To view all assigned users, select the view option of ALL and click Go.**

To change the view mode, select the view option and click go.

[Jump to Add Users to this Application](#)

Mark Remove All	Mark Inactive All	User	Grant Contacts	Date Active/Inactive	Assigned By
		<a href="#">Tkaczyk, Joshua</a> Agate Head Start Authorized Official			

- In the **User** column enter the MEIS Account #, specify the application security level, and if applicable, assign the new user as an application contact.
- Dates of activity are optional. Specify starting and ending dates in the **Date Active** and **Date Inactive** columns for each new user.
- Click **Save** to retain all changes.

[Jump to Edit Users from this Application](#)

User	Grant Contacts	Date Active	Date Inactive
MEIS Account #: <input type="text"/> Security Level: <input type="text" value="Level 1 (Viewer)"/>		<input type="text" value="7/3/2006"/>	<input type="text"/>

If you would like to add a user, put their MEIS number here and assign them a security level.

The following **MEGS security levels and rights** pertain to this particular application:

**Level 5 – Authorized Officials (AO)**

- Each agency is allowed two
- Submits the applications on behalf of the agency
- Security rights include view, edit and submit
- Assigns other agency users to MEGS
- Must submit security form to MDE

**Level 4 – Application Administrators**

- Unlimited number
- Manages the application
- Security rights include view and edit
- Does not need security form completed
- Added to MEGS by the Authorized Official

**Level 3 – Does not apply to Nonpublic Schools**

**Level 2 – Application Writers**

- Unlimited number
- Security rights are view and edit
- Does not need security form completed
- Added to MEGS by the Authorized Official

**Level 1 – Viewers**

- Unlimited number
- Security right is view only
- Does not need security form completed
- Added to MEGS by the Authorized Official

- B. **View a blank PDF** – Use this to **print blank pages** of the report.

SM-4325 Rev. 6/05  
AUTHORITY: Act 302, PA 1921  
COMPLETION: Required.

Michigan Department of Education  
Bureau Of School Finance & School Law  
P.O. Box 30008, Lansing, Michigan 48909

Direct questions to: (517) 373-1833

## NONPUBLIC SCHOOL MEMBERSHIP REPORT AS OF September 2005

Forward a copy to your central nonpublic office as requested.

<b>FISCAL AGENT</b>	Legal Name of Nonpublic School		District Code	Building Code
	Name of Authorized School Administrator		Telephone	
	Title of Authorized School Administrator		Fax	
	Address of School			
	City	Zip Code	Email Address	

Sample of the  
Section 2  
  
(This is an example  
from last year).

### SECTION 1: TOTAL MEMBERSHIP BY GRADES AS OF SEPTEMBER 2005

1. Of the students reported, how many are certified as special education students? \_\_\_\_\_
2. Of the students in grades 1-12, how many are in attendance part-time? (Part-time: Those students carrying less than a full-time number of credits.) \_\_\_\_\_
3. Enter total membership by grade, as of September 2005. For students in non-graded programs, consider their grade to be the number of years in school beyond kindergarten. \_\_\_\_\_

Grade	Student Count
Pre-K	_____
K	_____
1	_____

## FREQUENTLY ASKED QUESTIONS

- Q. I know I saved my form, but it is no longer available in the drop down menu on main screen under "Initiate an Application." Where did it go?
- A. The only time you will see the application in this drop down menu is the first time you start the application. To "get back" to your application, scroll down until you find the "Nonpublic School Membership Report" and select the "VIEW/EDIT" tab.

Nonpublic School Membership Report		Application #0506-0258 Agate Head Start		Status: Application In Progress	
Grants		Access Level		Granted By	
Nonpublic School Membership Report		Authorized Official			
VIEW/EDIT	DELETE APPLICATION	VIEW REPORTS	VIEW HISTORY		

- Q. How do I know if I submitted the application correctly?
- A. Make sure the "status" is "Application Submitted" (or "Modifications Submitted" if you had a correction to the application). If it is not, you must submit application as described in Step 9.
- Q. I have my MEIS number – A1090909. Do I use that MEIS number on the login screen?
- A. No, the MEIS number is used to grant you access to the system and is used internally. You need to enter the login name and password given to you when you received this MEIS number.
- Q. Who do I contact for problems?
- A. There are several contacts:

MEIS – for obtaining a login account and password, if you forgot your password, or if you need to know your login:

Help Desk at 517-335-0505.

Nonpublic School Information questions on WHAT information to put on the form or other nonpublic school issues:

Wanda Bazzett at 517-373-1833 or [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov).

MEGS issues:

Security Form – Andy DeYoung 517-373-4583 or [deyounga@michigan.gov](mailto:deyounga@michigan.gov).

Production Problems – Judy Byrnes 517-241-3895 or [byrnesj@michigan.gov](mailto:byrnesj@michigan.gov).

If you are unsure who to contact, contact Wanda Bazzett at 517-373-1833 or [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov).

Q. I forgot to print my application before it was submitted. How do I get a copy?

A. Once the application is submitted, it is available for you in “View” mode only. Go into the application, “Management Activities” and click on “View a PDF of this application.” See Step 10, page 12 for specific instructions.

Q. I do not want to submit this report through the computer, how do I get a paper form?

A. Electronic reporting is highly recommended. You are encouraged to use the electronic version. If you do not have computer access, you may use any public library or other source. Please contact Wanda Bazzett at 517-373-1833 or [bazzettw@michigan.gov](mailto:bazzettw@michigan.gov) for further information.



**Michigan Electronic Grant System (MEGS)\***  
**MEGS Security Authorization**  
**For Nonpublic Schools**

School Name: \_\_\_\_\_

City: \_\_\_\_\_ District Code: \_\_\_\_\_

**Step 1.** Designate the individual who will serve as the Authorized Official for your organization. This role includes the full use of MEGS, including the authority to assign secondary access to the MEGS system within your organization. **Each organization may designate a maximum of two Authorized Officials. A separate form must be submitted for each Authorized Official.**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number w/area code: \_\_\_\_\_

*If this name is a replacement for an existing Authorized Official, please complete the following:*

Replacement for \_\_\_\_\_

Previous Authorized Official should be classified as:



No longer with organization



A member of our organization, no longer an authorized official.

**Step 2.** To verify or create a MEIS Account, go to the following URL: <http://meis.mde.state.mi.us/userman>.

2a. To verify an existing MEIS account, log into MEIS and ensure the account is still valid.

2b. To create a new MEIS account, click on the Create New Account link and follow instructions.

**Step 3.** Enter MEIS Account of the Authorized Official:

MEIS Account: A

**Step 4.** Authorized Official Acknowledgement:

I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility.

\_\_\_\_\_  
Signature of Designated Authorized Official

\_\_\_\_\_  
Date

**Step 5.** Principal or Director:

I attest that the above named individual is authorized to initiate and electronically submit applications to the Michigan Department of Education and to designate other individuals within the organization to read, create and edit grant applications.

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Signature of the Principal or Director

\_\_\_\_\_  
Date

**Step 6.** Forward to MDE, Attn: MEGS, Fax Number (517) 241-0496 or mail to Michigan Department of Education, Grants Coordination & School Support, P.O. Box 30038, Lansing, Michigan 48909  
*Your account will be activated one to two business days after receipt. You will NOT be receiving notification of this.*

*\*MEGS is also used for the Educational Technology Plan and the Nonpublic School Membership Report collections.*